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ENG 3005-002: Technical Communication

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English 3005: Technical Communication

Instructor: Donna Binns

Office: 3851 Coleman

Office Hours: MWF 11:00 p.m.—12:00 p.m.; M 1:00 p.m.—2:00 p.m.

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Course Description and Objectives: This course will introduce the essential elements of professional and technical communication. Students learn to analyze writing situations, including the purpose for writing, assumed audiences, and appropriate styles and tones. We examine various genres of professional and technical writing throughout the semester. Students also practice drafting, evaluating, and revising professional documents. Through peer response, several writing assignments, and collaborative and individual oral presentations, this course offers students the opportunity to improve their writing, editing, and speaking skills.

Required Texts and Materials:

Markel, Mike. *Technical Communication: Situations and Strategies*. 7th ed. New York: Bedford/St. Martin's, 2004.

Active e-mail account

USB port-compatible “jump” (or “flash”) drive for computer lab use

Ink pens and loose leaf notebook paper

Collegiate-level dictionary

Attendance: Because this course emphasizes writing as process and as collaborative activity, attendance is essential. During the group project, your classmates will rely on you to participate in the process of writing the group's proposal and manual. Class exercises and peer review activities cannot be made up at a later date, so numerous absences will affect your overall course grade. After a sixth absence, each additional absence will also result in a penalty of one full letter grade. I will make exceptions for a compelling, well-documented medical situation or for university-sanctioned activities (with official documentation). Students who arrive more than fifteen minutes late to class may be counted absent.

Class participation also factors into the overall daily work grade. Each week, I assign a participation grade worth a maximum of five points. Lack of participation in class or group activities and discussions, failure to bring appropriate materials (such as texts) to class, and/or chronic tardiness will result in the loss of some or all of those weekly participation points. **It is the student's responsibility to make sure that all work is turned in promptly.**

Late Work: Late work that is not excused before its due date will be penalized by 10% of the maximum possible points for each day it is late (excluding weekend days). Make arrangements with me to turn in a hard copy of late work. E-mail attachments cannot be accepted. Assignments, including drafts, are due at the beginning of class. Work turned in after the beginning of class may be penalized by 10% of the maximum possible points. Computer and printer problems are not an excuse for turning in late work, so draft and print well in advance.

Conferences: Because this course emphasizes writing, we will hold a set of mandatory conferences. Instead of meeting as a group for those class days, students will meet with me individually to discuss their ideas for final projects. Since the conferences replace class meetings, missing a conference counts as an absence. Although there is only one mandatory conference, students are welcome to meet with me individually during office hours.

Grading: Detailed requirements for each project (such as length, format, and point value) will be included on specific assignment prompts. Penalties for excessive absences will be deducted as described in the attendance section. One of the goals of this class is to produce documents that are professional; therefore, out-of-class assignments must be typed. Keep a copy of all out-of-class assignments. I will use the following breakdown to determine your final course grade:

Project Description

Shorter Documents:

(Resume & Application Letter, Sales & Claim Letters, Memo Project)	20%
Instruction Manual & Collaborative Oral Presentation	20%
Individual Major Project & Oral Presentation	30%
Peer Review Activities	20%
Daily Work and Participation	10%

A= 90% to 100%

B= 80% to 89%

C= 70% to 79%

D= 60% to 69%

F= 0% to 59%

Plagiarism: In accordance with English Department and University policies, “Any teacher who discovers an act of plagiarism—‘The appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation as one’s original work’ (*Random House Dictionary of the English Language*)—has the right and responsibility to impose upon the guilty student an appropriate penalty up to and including immediate assignment of the grade of F for the assigned essay and a grade of F for the course, and to report the incident to the Judicial Affairs Office.” The best argument against plagiarism is that you cheat yourself out of the education you are here to obtain when you copy someone else’s work. If you believe that a specific instance in your writing might constitute plagiarism, please consult me prior to turning in the final draft.

English 3005: Schedule of Assignments (Spring 2005)

The assignment schedule is subject to changes and additions at my discretion. All assignments are due on the date that they appear on the schedule. Reading assignments can be found in Markel's *Technical Communication*.

<u>Date</u>	<u>Chapter Due</u>	<u>Class Activities/ Writing Assignments Due</u>
1-10		Course Introduction
1-12	1	
1-14	2	
1-19	16	
1-21	App. C & D	
1-24	3	Resume and Letter of Application drafting
1-26	5	Resume and Letter drafts due for peer response
1-28	15	Resume and Letter due; Sales Letter workshop
1-31	6	
2-2	8	Sales Letter draft due for peer response
2-4	10	Sales Letter due
2-7	11	Claim Letter workshop
2-9	7	Claim Letter draft due for peer response
2-11	9	Memo Project drafting workshop
2-14	18	Claim Letter due
2-16	20	Memo Project draft due for peer response
2-21	17	Memo Project due; Group Manual brainstorming workshop
2-23	4	Group Manual Proposal workshop
2-25	21	Group Manual Proposal workshop
2-28	12	Group Manual Proposal draft due for peer response
3-2	13	Group Manual Proposal revision; Work on Group Manual
3-4	14	Group Manual Proposal due; Work on Group Manual
3-7	19	Individual Major Project Proposal workshop
3-9		Individual Project Proposal draft due for peer response
3-11		Individual Project Proposal due
3-21		No Class: Individual Conferences; Work on Group and/or Final Projects
3-23		No Class: Individual Conferences; Work on Group and/or Final Projects
3-25		No Class: Individual Conferences; Work on Group and/or Final Projects
3-28	22	Group Manual drafting workshop
3-30		Group Manual draft due for peer response
4-1		Revise Group Manual; Oral Presentation workshop

English 3005 Schedule Continued

<u>Date</u>	<u>Chapter Due</u>	<u>Class Activities/ Writing Assignments Due</u>
4-4		Group Manual due; Group Manual Oral Presentations
4-6		Group Manual Oral Presentations
4-8		Group Manual Oral Presentations
4-11		Individual Major Project Progress Report workshop
4-13		Individual Project Progress Report draft due for peer response
4-15		Individual Project Progress Report due; Individual Project Oral Presentation workshop
4-18		Individual Project Oral Presentations
4-20		Individual Project Oral Presentations
4-22		Individual Project Oral Presentations
4-25		Individual Project Oral Presentations
4-27		Individual Project Oral Presentations
4-29		Individual Project Due; Course Evaluations

Students with Disabilities: If you have a documented disability and want to receive appropriate accommodations, contact the Coordinator of the Office of Student Disability Services (581-6583).